



CRITERIA FOR PARTICIPATION

Vendors interested in participating in the District of Columbia Strategic Teaming and Resourcing (STaR) Contract must initially register with CAI through the Supplier Management Portal, via the link below. If your company has already registered and has login credentials, you can log into the Portal via this link.

<https://cai.service-now.com/sm>

The Required Documentation outlined in this Criteria for Participation must be submitted as part of your enrollment within the Supplier Management Portal.

REQUIRED DOCUMENTATION:

Please be aware that this documentation must stay current throughout the life of the contract for your company to actively participate in the program. The Supplier Management Portal will distribute automated alerts when your documentation is nearing expiration or has expired, and your company bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.

SUBCONTRACTOR AGREEMENT

Please be sure to complete all parts of the subcontractor agreement.

The agreement must be signed by an authorized representative of your company. Electronic signatures are acceptable.

W-9

Please include a signed copy of your company's W-9, using the IRS's most recent version. Be sure to include your company's EIN.

If your company has an old W9 Form on file, the most recent PDF form is available for download from the IRS website: <http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification>

MARKETING LITERATURE

Please provide **one** of the following marketing items:

- Evidence of a working website
- Published brochure
- Published write-up of company's business offerings
- Image of your company's phone number from the phone book

CERTIFICATE OF INSURANCE

Please provide a certificate of insurance, with an expiration date at least 30 days from today's date, with the following coverage levels. Insurers must be authorized to do business within the District of Columbia and have an A.M. Best Company rating of A- / VII or higher.

TYPE OF INSURANCE	LIMIT	AMOUNT
<u>Commercial General Liability</u>	Per Occurrence	\$1 Million
	Aggregate	\$2 Million
	Personal/Advertising Limit	\$1 Million
	Products-completed Operations Aggregate	\$2 Million
<u>Automobile Liability</u>	Per Occurrence	\$1 Million
<u>Employers Liability</u>	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000
<u>Professional Liability (Errors and Omissions)</u>	Per Occurrence	\$1 Million
	Annual Aggregate	\$2 Million
<u>Crime Insurance (3rd Party Indemnity)</u>	Per Occurrence	\$25,000
<u>Cyber Liability*</u>	Per Occurrence	\$5 Million
	Aggregate	\$5 Million
<u>Workers Compensation</u>	District Requirements	In Compliance

*District-certified SBEs are eligible for a reduced coverage amount of \$1 million per occurrence, \$1 million aggregate. This reduced coverage amount is only permissible for SBEs.

Policies should name the District of Columbia as additional insured and include a waiver of subrogation.

Please note: CAI should be listed as the Certificate Holder with the following address:

1390 Ridgeview Drive
Allentown, PA 18104

OPTIONAL DOCUMENTATION:

PROOF OF CERTIFIED BUSINESS ENTERPRISE STATUS

Under the STaR Contract, 95% of all spend must be awarded to Certified Business Enterprises (CBEs). If your company is a CBE within the District of Columbia, please provide your certification number and expiration date. In addition, please include all business types listed on your certification (SBE, DBE, etc.). For information on the CBE certification process, please visit the District's Department of Small and Local Business Development at <https://dslbd.dc.gov/page/get-certified>.

QUESTIONS:

If you have any questions about the enrollment process, please contact CAI's MSP Vendor Management Team via the **Contact Us** option within the Supplier Management Portal.